

PROFESSIONAL  
The logo features the word "PROFESSIONAL" in a spaced-out, black, sans-serif font at the top. Below it is a horizontal line. Underneath the line, the word "CRE" is in a large, bold, black, sans-serif font, followed by a blue, curved swoosh that extends to the right. To the right of the swoosh, the word "ENTIAL" is in a large, bold, black, sans-serif font. Below "CRE" and "ENTIAL", the words "SERVICES, INC." are written in a smaller, black, sans-serif font.

CREENTIAL  
SERVICES, INC.

**Arizona**

**Barbering and Cosmetology Board**

**Nail Technology**

**Candidate Handbook**

Examination Content/CIBs Developed and Owned© by:  
National-Interstate Council of State Boards of Cosmetology (“NIC”)

Revised 12/2022

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## Quick Reference

### STEP ONE: READ CANDIDATE HANDBOOK

- Register for Examinations with PCS

### STEP TWO: TAKE EXAMINATIONS

- Upon approval, schedule and take Written Practical and Theory Examinations with IQT

### STEP THREE: Apply for Licensure with the Arizona State Board

- Once you pass your examinations, apply for your license.

## Contact Information

### Professional Credential Services (PCS)

Email: [cosandbar@pcshq.com](mailto:cosandbar@pcshq.com)

Website: <http://www.pcshq.com>

Customer Service: (888) 822-3272

### Arizona Barbering and Cosmetology Board

Regular Mailing Address

1740 W Adams Suite #4400

Phoenix, Arizona 85007

Telephone: (480) 784-4539 ext. 240

Website: [www.bcb.az.gov](http://www.bcb.az.gov)

Email: [azboard@azboc.gov](mailto:azboard@azboc.gov)

### Scheduling Theory and Written Practical

Iso-Quality (IQT), owned and operated by Prometric

[www.IQTTesting.com](http://www.IQTTesting.com)

**Toll-Free Telephone Support:** (866) 773-1114 or

**Email:** [SMT-OperationsTeam@prometric.com](mailto:SMT-OperationsTeam@prometric.com)

## Application Process

Candidate reviews license and examination requirements in Candidate Handbook available at <http://www.pcshq.com>

Candidate completes an online registration with PCS at <http://www.pcshq.com>

PCS reviews completed registration and approves candidate for the written practical and theory examinations.

PCS emails candidate Written Practical and Theory Authorization to Test Letter (ATT)

Candidate schedules a test date and location with IQT, owned and operated by Prometric

Candidate takes the examinations

PCS emails score notices to candidates within 10 business days after the exam.

PCS electronically notifies Arizona State Board Office when candidates has met the examination requirements for licensing.

Candidate applies for licensure with the Arizona Barbering and Cosmetology Board at <http://www.bcb.az.gov>

Arizona State Board issues license to candidate

## Introduction

The *Candidate Handbook* is intended to help you to prepare and to understand the processes and procedures for applying for Licensure and for scheduling your examination(s). The Arizona Barbering and Cosmetology Board (the "Board") is responsible for licensing and regulating the profession of Nail Technology in the State of Arizona. The Board has contracted with Professional Credential Services ("PCS") to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations. The State Board will have the final authority to approve the issuance of a license.

## State Licensure Requirements

### Eligibility Requirements for Licensure (Apply with the state after passing all required examinations)

1. Submits to the board an application for a nail technician license on a form supplied by the board.
2. Does either of the following:
  - (a) Completes and receives appropriate credits for at least two years of high school education or its equivalent as prescribed by the board in its rules and submits satisfactory evidence that the person is at least sixteen years of age.
  - (b) Submits to the board satisfactory evidence that the person is at least eighteen years of age.
3. Submits to the board satisfactory evidence of either of the following:
  - (a) That the person graduated from a nail technology school in another state or country that had at the time of the person's graduation substantially the same requirements as this state for schools licensed by the board.
  - (b) That the person completed a nail technician course consisting of at least six hundred hours of training in a school licensed by the board.
4. Pays the prescribed fees for a nail technician license.
5. Passes the examination for a nail technician license.

### Reinstatement

If you wish to reinstate your expired Arizona license, please contact the Arizona State Board office at (602) 542-4498 or visit [www.bcb.az.gov](http://www.bcb.az.gov).

## Examination Fees

Examination Type	First Time Fees	Re-Exam Fees
Nail Technology Theory & Practical	\$ 177.00	\$ 177.00
Nail Technology Theory	\$ 100.00	\$ 100.00
Nail Technology Practical	\$ 77.00	\$ 77.00

Fees may be paid online with a credit card (Master Card, Visa, or Discover). Your registration **will** not be considered complete until payment has been received.

**!** You must take the examinations within one calendar year of your registration date with PCS, or the examination fees are no longer valid.

## Refund Policy

Please carefully review this handbook and your state laws, rules, and regulations prior to making payment. **All fees are non-refundable.**

**! Candidates are especially encouraged to carefully review licensing requirements PRIOR to completing an online registration with PCS. If testing is not required fees are non-refundable.**

## Special Accommodations

If you require special accommodations under the Americans with Disabilities Act, you must submit an ADA Request Form along with supporting medical documentation. This form will be made available when filling out the online application.

## PCS Account Set-Up

Before you are able to complete an online registration with PCS, you must first become a registered user within the website. To do so, please follow the steps below.

1. Go to [www.pcshq.com](http://www.pcshq.com)
2. Click **Applicants & Candidates**
3. Click **Cosmetology & Barbering**
4. Click **Arizona**
5. Click **Create an Account (First Time)**
6. Creating a PCS Account (first time users only); enter valid, unique email address, your first and last name, date of birth, and Social Security number.
7. Click **Create Account**
8. Check your email account for a PCS system generated email.
9. Click link in email to verify account information and create PCS password.
10. Click **Enable Account**

**! A unique email address must be provided to create a PCS Account (i.e. more than one user cannot provide the same email address).**

The screenshot shows the 'New Professional Credential Services Account' registration page. The page header includes the company logo and navigation links: HOME, ABOUT US, SERVICES, PCS NEWS, CAREERS, LINKS, and CONTACT US. The main content area contains the following text and form fields:

**New Professional Credential Services Account**  
To access your information online, please create your personal account. You MUST use a unique e-mail address for electronic communication and account verification. Please DO NOT use your school instructor's e-mail address. This account is for applicants only.

E-Mail Address:   
First Name:   
Last Name:   
Birth Date (m/d/yyyy):   
Social Security Number:

The footer contains four columns of links: 'TAKING AN EXAM' (LOGIN TO YOUR ACCOUNT, FIND YOUR PROFESSION, LIVE IN PUERTO RICO), 'LATEST NEWS' (PRESS RELEASES, CONNECTS NEWSLETTER, PCS HOLIDAYS), 'HELPFUL LINKS' (BOARD LINKS, CAREERS, ABOUT US, SERVICES), and 'LET US KNOW' (COMPLIMENT US, SUGGEST A WEBSITE EDIT, ASK A QUESTION). The footer also includes the company address: PROFESSIONAL CREDENTIAL SERVICES, INC. | 25 CENTURY BLVD | SUITE 505 | NASHVILLE, TN 37214 and copyright information: ALL RIGHTS RESERVED © 1998 - 2019 | E2020SCZEDJQJ.

## PCS Registration

Once you have created your PCS account, you are then ready to complete the online application. To do so, please follow the steps below.

1. Go to <http://www.pcshq.com>
2. Click **Client Portal**
3. Enter email address and password
4. Click **Log In**
5. Click the PCS Logo to return to the Homepage



6. Click **Applicants & Candidates**
7. Click **Cosmetology & Barbering**
8. Select **Arizona**
9. Click the **Pre-register and pay for your Exams (after you logged in)** link at Step 3
10. You are now in the online application; select appropriate license type (i.e., Cosmetology).
11. Continue with online application until all required fields have been completed.
12. Choose the examinations you wish to take.
13. Select Payment Option.

**! You must complete the online application using your legal name** – the name which appears on your current government issued photo identification (i.e. Driver's License).

<b>Active Applications.</b> Arizona Cosmetology and Barbering, Aesthetician by Examination Valor Act: Most recent application: 12/22/2022
<b>Cosmetology</b> <input checked="" type="checkbox"/> Registration <input type="checkbox"/> Upload 2x2 inch Passport Style Photo <input type="checkbox"/> Upload Copy of Government Issued I.D. <input type="checkbox"/> Final Coordinator Review
<b>Exams Completed</b>
<b>VIEW APPLICATION FORM</b>
<b>Pending Examinations</b> Arizona Aesthetician Theory Status Pending <b>WAITING FOR APPLICATION APPROVAL</b>
Arizona Aesthetician Written Practical Status Pending <b>WAITING FOR APPLICATION APPROVAL</b>

## PCS Candidate Homepage

### Logging into your Homepage

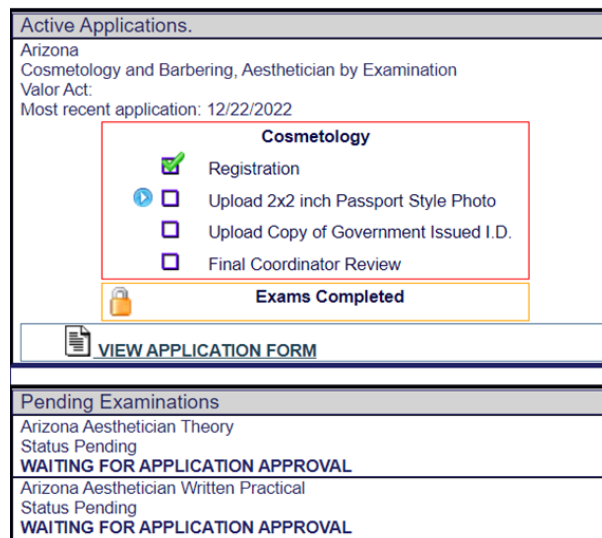
1. Go to <http://www.pcshq.com>
2. Click Client Portal
3. Enter email address and password
4. Click Log In



The screenshot shows the login page for Professional Credential Services, Inc. (PCS). At the top, the logo reads "PROFESSIONAL CREDENTIAL SERVICES, INC." Below the logo, the heading "Log into your account" is centered. There are two input fields: "E-Mail Address" and "Password". A "Log In" button is positioned to the right of the password field. Below the input fields, there is a link: "If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here.](#)" At the bottom, a note states: "If you have not previously created a PCS account please go to your [profession and state home page.](#)"

### Registration Status

You may check the status of your online registration 24/7 by logging into your PCS account. As items are received, green checkmarks will appear under the registration.



The screenshot displays the "Active Applications" section. It lists "Arizona Cosmetology and Barbering, Aesthetician by Examination" with a "Valor Act" and a "Most recent application: 12/22/2022". A red-bordered box highlights the "Cosmetology" section, which includes a list of items with checkboxes: "Registration" (checked with a green checkmark), "Upload 2x2 inch Passport Style Photo" (unchecked), "Upload Copy of Government Issued I.D." (unchecked), and "Final Coordinator Review" (unchecked). Below this list is a yellow-bordered box labeled "Exams Completed" with a lock icon. At the bottom of the active applications section is a "VIEW APPLICATION FORM" button with a document icon. Below the active applications section is the "Pending Examinations" section, which lists "Arizona Aesthetician Theory" with a status of "Pending" and "WAITING FOR APPLICATION APPROVAL", and "Arizona Aesthetician Written Practical" with a status of "Pending" and "WAITING FOR APPLICATION APPROVAL".



## Registration Approval Process

Once an online registration has been completed, PCS will review and forward a notification to IQT regarding your written practical and theory examinations.

### Exam Notification

Once you have been approved, PCS will forward the following notifications via email.

1. A Theory Authorization to Test (ATT) letter will be sent via email within one business day.
2. A Written Practical Authorization to Test (ATT) letter will be sent via email within one business day.

! If you do not receive any emails within the time frame listed above, it is **your responsibility** to check your PCS account and reprint this information. If you are unable to access your account, it is **your responsibility** to contact PCS at (888) 822-3272.

### How do I know if my registration is approved?

If a registration has been approved, a green check will appear in the Final Review Box under Active Applications.

Arizona Cosmetology, Cosmetology by Examination Valor Act: Most recent application: 03/25/2022
<input checked="" type="checkbox"/> <b>Cosmetology</b>
<b>Exams Completed</b>
<input type="checkbox"/> All Exams Passed
<input type="checkbox"/> License Ready
<b>VIEW APPLICATION FORM</b>
<b>Pending Examinations</b>
Arizona Cosmetology Theory Status Pending In Review
Arizona Cosmetology Written Practical Status Pending In Review

## Examination Scheduling

### Theory and Written Practical Examination Scheduling

Once you have received your ATT letter(s), you must contact Iso-Quality (IQT), owned, and operated by Prometric, to schedule your written practical and theory appointment(s). Upon receipt of your ATT Letter, you must follow the specific directions listed on the ATT to take the examination(s). Log in to the website at [www.IQTesting.com](http://www.IQTesting.com). Select **SCHEDULE** and follow the prompts given for each screen. You can also contact Toll-Free Telephone Support at **(866) 773-1114** or email at [SMT-OperationsTeam@prometric.com](mailto:SMT-OperationsTeam@prometric.com).

## Reprinting Documents

You may reprint information concerning your examinations, payment receipts, and/or scores by logging into your Homepage

Example:

- Click the **Print Score Notice** option next to the item you wish to reprint.
- Click the **ATT Letter** option next to the item you wish to reprint

Exam Results
Arizona Nail Technician Theory Test Date: 06/28/2021 PASS
<a href="#">PRINT SCORE NOTICE</a>
Arizona Nail Technician Practical Test Date: 10/26/2021 PASS
<a href="#">PRINT SCORE NOTICE</a>

- Click the **Reprint** option next to the item you wish to print.

Receipts
Arizona Board of Cosmetology 05/20/2021 Credit Card \$177.00 Paid 05/20/2021
<a href="#">REPRINT</a>

## Examination Rescheduling

### Rescheduling Policy

You may reschedule your written practical and/or theory examination without forfeiting your fee by contacting IQT at least 6 business days prior to your scheduled date. Fees will be forfeited if you attempt to reschedule in six or less days prior to your scheduled examination. Please call 866-773-1114 to cancel or reschedule your examination. If you cancel your exam the fees will be forfeited.

If you fail your written practical and/or theory exam and wish to reschedule, please wait until you have received your Official Score Notice from PCS by email before paying the rescheduling fee. Please allow at least 10 business days.

If you have missed, canceled, or failed an examination, you may reschedule online with a credit card by logging into your Homepage.

- To reschedule your written practical examination, click **Written Practical** under the Active Applications box.
- To reschedule your theory examination, click **Theory** under the Active Applications box.


**! DO NOT SELECT REGISTRATION FROM YOUR SHOPPING CART**


Arizona  
Cosmetology, Cosmetology by Examination  
Valor Act:


✔ **Cosmetology**

**Exams Completed**

- ▶  All Exams Passed
- License Ready

 [VIEW APPLICATION FORM](#)

 [THEORY](#)

 [WRITTEN PRACTICAL](#)

If you have paid to reschedule your exam and have not received an email notification from PCS within 5 business days of submission, please contact PCS immediately at [cosandbar@pcshq.com](mailto:cosandbar@pcshq.com).

### Inclement Weather Policy

In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of IQT. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate fee to PCS. If you have reason to question whether a center will be closed due to an emergency, please call IQT for inquiries regarding the written practical and theory examinations.

## Examination Day Requirements

### What do I need to take with me to the examination?

- Government Issued ID – must be a current, non-expired government-issued photo ID with a signature (see below)

**!** If you fail to bring these items, you will not be permitted to test, and a rescheduling fee will be required.

### Acceptable Forms of Identification

Current, non-expired Government Issued ID - must be listed under the name in which you applied.

#### **Photocopies will not be accepted**

- State issued Driver's License
- State issued Identification Card
- US Government issued Passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card

**!** Student ID and employment ID are NOT acceptable forms of Identification.

**!** If you fail to bring proper identification or your names do not match, you will not be permitted to test, and a rescheduling fee will be required.

## Arrival

! You must arrive at the test center at least thirty (30) minutes prior to your examination for registration. If you arrive past your examination time, you will not be permitted to test, and a scheduling fee will be required.

## General Examination Policies

### Security Policy

Suspected security breaches during the theory or written practical test administrations, such as an act of impersonation, creating a disturbance, giving, or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations. **No visitors, guests or children are allowed in the test center.**

### Copyrighted Examination Questions

All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

### Prohibited Items

No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books, or electronic devices such as cameras, computers or computerized devices, iPods, radios, recording devices, portable fax machines, cellular telephones, calculators, watches, reproduction equipment, smoking or the use of tobacco are strictly prohibited in the examination room. Failure to comply with any of these conditions will result in you being dismissed immediately and your actions reported to the proper authorities. PCS is not responsible for **any** personal items brought to the examination site.

### Environmental Distracters

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.

## Examination Results

### Score Notices

An unofficial pass or fail notice will be provided to you by IQT after you take the written practical and theory examinations. An official score notice will be emailed to you at least 10 business days after your examination date. If you do not receive an email within this time frame, you may print a score notice by logging into your PCS account.

### State Score Requirements

The minimum score required to pass both the theory and written practical examination is 75. If you fail an examination, PCS will provide a strength and weakness report (located at the bottom of the score notice) and information on how to re-apply online.

Once all required examinations have been passed, PCS will electronically notify the Arizona Board office of your status.

You must apply with the Arizona State Board for your license. When the state receives your passing scores, you will be issued a license if you meet the requirements on page 5.

### Change of Information

If you need to update your information on your account (i.e., name corrections, date of birth, Social Security number), please upload supporting documentation to your account. You must provide a copy of your marriage certificate, divorce decree or other court documentation confirming your name change.

- Driver's License (Change address, Date of Birth)
- Social Security Card (Change SS#)
- Birth Certificate (Change Date of Birth)

### Formal Complaints

If you have a complaint regarding any aspect of the registration and examination process, examinations must be emailed to PCS within 48 hours of the incident. The written complaint must include the following information:

- First and Last Name
- Last four digits of Social Security Number
- State in which you are applying for a license
- Examination Date & Location if applicable

Send Complaint to:

- Professional Credential Services Inc. - [cosandbar@pcshq.com](mailto:cosandbar@pcshq.com)

### Complaint Review Process

Upon receipt of your complaint, PCS will confirm receipt within 48 hours. After a thorough review, a reply will be sent to you within 15-20 business days.



## NATIONAL NAIL TECHNOLOGY THEORY EXAMINATION

### CANDIDATE INFORMATION BULLETIN (CIB)

*Please visit your examination provider's website OR [www.nictesting.org](http://www.nictesting.org) for the most current bulletin prior to testing.*

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**The National Nail Technology Theory Examination is the licensure examination for Nail Technicians, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains IMPORTANT INFORMATION regarding the examination, including content outline covered by the theory examination, sample questions and answers, and references. The time allowed for the Nail Technology Theory Examination is 90 minutes.**

For each NIC National Theory Examination, there are TWO (2) parts to every Candidate Information Bulletin (CIB) stored as separate documents:

- **Examination Content and Important Instructions** – This provides information about the scope of content covered in the Theory examination and information and guidelines related to administration of the Theory examination.
- **References** – This provides a list of references used to develop and support the content covered in the examination. The references are always the same for the Theory and Practical examinations.

**BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW BOTH DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.**

**PLEASE REVIEW ALL INFORMATION CAREFULLY!**

### IMPORTANT INSTRUCTIONS

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- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into the examination.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
  - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Communicating to other candidates or any examiner.
  - Exhibiting disruptive behavior.
    - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*

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## NAIL TECHNOLOGY THEORY EXAMINATION CONTENT OUTLINE

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The following outlines the scope of content covered by the NIC National Nail Technology Theory Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 110 items, of which 100 items are weighted and contribute to the candidate's final score.

### 1A: Scientific Concepts - Infection Control and Safety Practices (15%)

1. Identify how disease and infection are caused and transmitted
2. Recognize and utilize infection control principles
  - a. Levels of infection control
  - b. Process of infection control (e.g., dispensing products, disposal of materials)
3. Apply blood exposure procedures
4. Identify adverse reactions to products or services
5. Utilize Safety Data Sheets (SDS)
6. Identify ways to prevent work injuries (e.g., ventilation, ergonomics)

### 1B: Scientific Concepts - Anatomy and Physiology (15%)

1. Identify functions, parts, and structure of the:
  - a. nails
  - b. skin
2. Recognize disorders and diseases of the:
  - a. nails
  - b. skin
3. Recognize signs and symptoms of disorders, diseases, and conditions of the:
  - a. nails
  - b. skin
4. Identify bones of the:
  - a. arms and hands
  - b. legs and feet
5. Identify muscles and recognize their functions in the:
  - a. arms and hands
  - b. legs and feet

### 1C: Scientific Concepts - Chemistry of Nail Products (10%)

1. Explain purpose and effects of product ingredients
2. Recognize interaction between chemicals
3. Recognize physical changes
4. Recognize chemical reactions

### 2A: Nail Technology Procedures - Client Consultation and Documentation (5%)

1. Identify elements of a client consultation and documentation
2. Evaluate condition of client's nails and skin
3. Recognize conditions that would prohibit service (contraindications)
4. Determine services or products

2B: Nail Technology Procedures - Nail Service Tools (8%)

1. Identify purpose and function of:
  - a. Nail equipment (e.g., electric file, pedicure basin)
  - b. Nail implements (e.g., nail clippers, cuticle pusher)
  - c. Nail supplies and materials (e.g., cotton, buffer)
  - d. Nail products (e.g., polish, lotion)
2. Follow practices for safe use of tools

2C: Nail Technology Procedures - Nail Service Preparation (5%)

1. Perform set-up of work station service area
2. Perform client and practitioner sanitation

2D: Nail Technology Procedures - Manicure and Pedicure Services (18%)

1. Perform procedures for basic manicure and/or pedicure service
  - a. Trim and shape nails
  - b. Soak
  - c. Cuticle maintenance
  - d. Cleanse nails
  - e. Buff nails
  - f. Exfoliate
  - g. Perform basic massage
    1. Identify mechanics of massage movements
      - a. Effleurage
      - b. Petrissage
      - c. Friction
      - d. Tapotement
    2. Recognize effects of massage types
      - a. Effleurage
      - b. Petrissage
      - c. Friction
      - d. Tapotement
  - h. Completion of service
2. Recognize purpose and procedures for add-on services
  - a. Paraffin
  - b. Masks and essential oils
  - c. Gel polish
  - d. Thermal (e.g., stone, towel)

2E: Nail Technology Procedures - Perform Application Maintenance and Removal Procedures for Nail Enhancement Services (20%)

1. Nail tip
2. Acrylics
3. Light-cured gels
4. Powder dip

2F: Nail Technology Procedures - Perform Post-Service Procedures (4%)



## NAIL TECHNOLOGY SAMPLE QUESTIONS

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The following sample questions are similar to those on the NIC Nail Technology Theory Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed following the sample questions.

1. Pumice stone is used in pedicuring as
  - a. an abrasive.
  - b. a bleach.
  - c. a lubricant.
  - d. an astringent.
  
2. What is the **FIRST** step in performing a manicure?
  - a. Shape the nails
  - b. Soften the cuticles
  - c. Clean under free edge
  - d. Remove old polish
  
3. Where should all manicuring cosmetic supplies be kept when not being used?
  - a. On a clean shelf
  - b. On the manicuring table
  - c. In a clean manicuring kit
  - d. In clean, closed containers
  
4. Which one of the following is a condition in which the cuticle splits around the nail?
  - a. Hangnails
  - b. Pterygium
  - c. Onychophagy
  - d. Onychorrhexis
  
5. Nerves and blood vessels are found in the nail
  - a. bed.
  - b. wall.
  - c. plate.
  - d. grooves.
  
6. An antiseptic is used in manicuring to
  - a. bleach the nails.
  - b. treat minor cuts.
  - c. smooth corrugated nails.
  - d. give the nails a high sheen.
  
7. After each use, manicuring implements should be
  - a. wiped with a towel.
  - b. wiped with a tissue.
  - c. cleansed and disinfected.
  - d. placed in dry storage.

8. For which one of the following are oil manicures recommended?
- a. Leuconychia
  - b. Split nails
  - c. Brittle nails
  - d. Prevention of infection
9. What is the actively growing part of the nail?
- a. Lunula
  - b. Matrix
  - c. Mantle
  - d. Free edge
10. What should be applied to a split in the nail before wrapping it?
- a. Top coat
  - b. Base coat
  - c. Adhesive glue
  - d. Nail hardener

**KEY: 1: A, 2: D, 3: D, 4: A, 5: A, 6: B, 7: C, 8: C, 9: B, 10: C**



NATIONAL NAIL TECHNOLOGY  
WRITTEN PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

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Please visit your examination provider's website OR [www.nictesting.org](http://www.nictesting.org) for the most current bulletin prior to testing.

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**The National Nail Technology Written Practical Examination is the licensure examination for Nail Technicians, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains IMPORTANT INFORMATION regarding the examination, including content outline covered by the Written Practical examination, sample questions and answers, and references. The time allowed for the Nail Technology Written Practical Examination is 120 minutes.**

For each NIC National Written Practical Examination, there are TWO (2) parts to every Candidate Information Bulletin (CIB) stored as separate documents:

- **Examination Content and Important Instructions** – This provides information about the scope of content covered in the Written Practical examination and information and guidelines related to administration of the Written Practical examination.
- **References** – This provides a list of references used to develop and support the content covered in the examination. The references are always the same for the Theory, Written Practical, and Practical examinations.

**BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW BOTH DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.**

**PLEASE REVIEW ALL INFORMATION CAREFULLY!**

**IMPORTANT INSTRUCTIONS**

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- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into the examination.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
  - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Communicating to other candidates or any examiner.
  - Exhibiting disruptive behavior.
    - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*

## NAIL TECHNOLOGY WRITTEN PRACTICAL EXAMINATION CONTENT OUTLINE

The following outlines the scope of content covered by the NIC National Nail Technology Written Practical Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 60 items, of which 50 items are weighted and contribute to the candidate's final score.

### 1. Scientific Concepts

(40%)

#### A: Infection Control and Safety Practices

1. Recognize and utilize infection control principles
  - a. Process of infection control (e.g., dispensing products, disposal of materials)
    1. Differentiate between single- and multi-use tools
    2. Recognize when cross-contamination occurs
2. Apply blood exposure procedures
3. Identify adverse reactions to products or services
4. Identify ways to prevent work injuries (e.g., ventilation, ergonomics)

#### B: Anatomy and Physiology

1. Identify functions, parts, and structure of the:
  - a. nails
  - b. skin
2. Recognize disorders and diseases of the:
  - a. nails
  - b. skin
3. Recognize signs and symptoms of disorders, diseases, and conditions of the:
  - a. nails
  - b. skin

### 2. Nail Technology

Procedures (60%)

#### A: Nail Technology Procedures - Client Consultation and Documentation

1. Identify elements of a client consultation and documentation
2. Evaluate condition of client's nails and skin
3. Recognize conditions that would prohibit service (contraindications)
4. Determine services or products

#### B: Nail Technology Procedures - Nail Service Tools

1. Identify purpose and function of:
  - a. Nail equipment (e.g., electric file, pedicure basin)
  - b. Nail implements (e.g., nail clippers, cuticle pusher)
  - c. Nail supplies and materials (e.g., cotton, buffer)
  - d. Nail products (e.g., polish, lotion)
2. Follow practices for safe use of tools

#### C: Nail Technology Procedures - Nail Service Preparation

#### D: Nail Technology Procedures - Manicure and Pedicure Services

1. Perform procedures for basic manicure and or pedicure service
2. Recognize purpose and procedure for add-on services

- a. Paraffin
- b. Masks and essential oils
- c. Gel polish
- d. Thermal (e.g., stone, towel)

E: Nail Technology Procedures - Perform Application/Maintenance and Removal for Nail Enhancement Services

- 1. Nail tip
- 2. Acrylics
- 3. Light-cured gels
- 4. Powder dip

F: Nail Technology Procedures - Perform Post-Service Procedures

## NAIL TECHNOLOGY SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Nail Technology Written Practical Examination. Correct answers (keys) are listed following the sample questions.

1. During a gel polish manicure, the client says they are having an allergic reaction, although they had not disclosed any allergies on the client consultation form. What should the practitioner do?
  - (A) Discard the product
  - (B) Diagnose the cause
  - (C) Discontinue use of the product
  - (D) Cleanse the nails with alcohol
  
2. What is the **FIRST** step in performing a manicure?
  - (A) Shape the nails
  - (B) Soften the cuticles
  - (C) Clean under free edge
  - (D) Remove old polish
  
3. A client appears with a yellow-green spot under an artificial nail. What is the cause of this problem?
  - (A) Tinea
  - (B) Corrugations
  - (C) Carcinogen
  - (D) Bacteria
  
4. Please select all images of multi-use items.



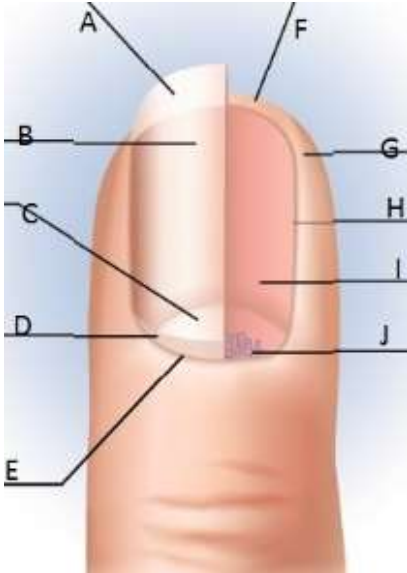


NATIONAL NAIL TECHNOLOGY  
WRITTEN PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

Please visit your examination provider's website OR [www.nictesting.org](http://www.nictesting.org) for the most current bulletin prior to testing.

5. Select the lunula in the image provided.



- (A) A
- (B) B
- (C) C
- (D) D
- (E) E
- (F) F
- (G) G
- (H) H
- (I) I
- (J) J

**KEY:**

- 1: C
- 2: D
- 3: D
- 4: A, C
- 5: C



## NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES

This list provides the references used to develop and support the content covered in the NIC  
Theory and Practical examinations.

The references are always the same for the Theory and Practical examinations.

### **NAIL TECHNOLOGY**

#### **REFERENCES**

*Milady Standard Nail Technology 8<sup>th</sup> Edition + Foundations*

2020, 8<sup>th</sup> Edition

ISBN: 9780357446867

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[Info@Milady.com](mailto:Info@Milady.com)

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*Nails – Exhibits of Art*

2007, 2.1 Edition

CLIC International

2014

Pottsville, PA 17901

*Salon Fundamentals Nails*

2013, 1<sup>st</sup> Edition, 10<sup>th</sup> printing, June 2013

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2016

Melior, Inc.

<https://www.todaysclass.com/index.html>

877-224-0435

#### **SUPPLEMENTAL REFERENCES**

*Nails – Exhibits of Art*

2007, 1<sup>st</sup> Edition

Author: Randy Rick

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2014

Pottsville, PA 17901

*Salon Fundamentals Nails*

2011, 1<sup>st</sup> Edition, 7<sup>th</sup> Printing, October 2011

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